WELCOME LETTER

Hilton Austin
Austin, TX

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: https:\\xpert.boomerecommerce.com

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am – 5pm (PST) Monday – Friday or e-mail us at exhibitorservices@xpertexpo.com. Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

TABLE OF CONTENTS

General Show Information

- Critical Show Information
- Online Ordering Information

Payment Information

- Payment Options & Policy
- Payment Authorization

Show-site Venue & Advance Warehouse Location

- Shipping Addresses
- Advance Shipping Labels
- Direct Shipping Labels
- EFS Freight
- Material Handling Costs
- Material Handling Authorization
- Cart Load Service
- Material Handling Policy
- Material Handling Helpful Hints

Labor

- Booth Labor
- Outbound Shipping Instructions
- Exhibitor Appointed Contractor Form
- Sample Certificate of Insurance
- Forklift Labor
- Accessible Storage During Show

Xpert Furniture & Accessories

- Standard Furniture Brochure
- Standard Furniture Order Form
- Furniture Accessories Order Form
- Booth Carpet Order Form
- Showcase Order Form

Booth Rentals

- Booth Rental Brochure
- Booth Rental Order Form
- Booth Accessories Order Form

Custom Graphics

- Custom Signage Order Form

Rules & Regulations

- Union Guidelines
- Fire & Safety
- Terms & Conditions

Additional Services

- Show Leads Form
- PC Forms
  - Electrical
  - Audio Visual
  - Internet
- Hotel Guidelines
- Hotel Insurance Requirements

RBMA Fall Educational Conference 2015

September 27-29

CRITICAL SHOW INFORMATION

Hilton Austin
Austin, TX

Booth Information

Booth Package Includes:	8' & 3' Black Pipe/Drape 1- Wastebasket 1- Booth Id Sign
Aisle Carpet:	Facility Carpet (multi-colored)

Exhibit Hall Hours

Exhibitor Installation:	Sunday September 27	8:00AM - 4:00PM
Show Hours:	Sunday September 27	4:00PM - 6:30PM
	Monday September 28	8:00AM - 8:30AM
		9:30AM - 10:00AM
		4:00PM - 5:30PM
	Tuesday September 29	9:00AM - 9:45AM
		12:00PM - 1:30PM
Exhibitor Dismantle:	Tuesday September 29	1:30PM - 8:00PM
All Out By:	Tuesday September 29	8:00PM

All carriers must check in no later than 6:00 p.m. on Tuesday September 29 for freight pick up

Shipping Information

Advance Warehouse:

All materials shipped in advance to the warehouse must arrive by 9/17/2015.

RBMA Fall Educational Conference
c/o UPS Freight c/o AWD
16310 Bratton Lane, Bldg 1, Suite 125
Austin, TX 78728

Direct to Show Site

First day direct shipments will be accepted is 9/27/2015.

c/o Xpert Exposition Services
Hilton Austin
500 E 4th St
Austin, TX, 78701

Important Dates / Deadlines

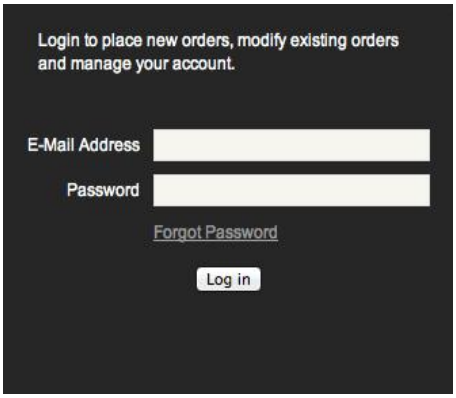
First day advance freight accepted:	***8/28/2015***
Discount price deadline for booth/furniture	***9/6/2015***
Last day advance freight accepted	***9/17/2015***
First day direct freight accepted	***9/27/2015***

ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to https://xpert.boomerecommerce.com , our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.

   Enter your email address and password here:



   Copying and pasting the password is suggested to eliminate errors.

   -or-

2. Go to our website at www.xpertexpo.com

   Click on Xpert Online Ordering If you are not the main contact provided for the exhibiting booth, please click on Register Now You will be required to supply both your company name and zip code to gain access and start placing orders.

   Once you have located your company and set up your contact information, click on Shop Now in the "My Events" column next to the event you would like to place an order for.

   Your shopping cart can be viewed by clicking 0 item(s) in your cart in the upper right hand side of the screen, at any time during the ordering process.

   Helpful Hints:

   If you would like to remove an item from your shopping cart, click the ✖ .

   Special instruction can be added to clarify your order by clicking Add Instruction under any items ordered.

   Change color of carpet, drape, or skirt or any required selections during ordering, click on Edit Attributes and proceed with changes.

   After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

PAYMENT OPTIONS & POLICY

Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

Payment by Wire Transfer

Please call 702-248-8007 or email exhibitorservices@xpertexpo.com for wire transfer information.

International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

Payment Policy

General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

Discount Pricing

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

Standard Pricing

Order forms submitted after the advance discount deadline will be processed at the standard prices.

Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item

RBMA Fall Educational Conference 2015

September 27-29

PAYMENT AUTHORIZATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a $25.00 service charge will be added.
Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐MasterCard ☐Visa ☐ Diners ☐ American Express ☐ Check $_____

Account Number _____ Exp. Date _____ Security Code _____

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐ MasterCard ☐Visa ☐Diners ☐ American Express ☐ Check $_____

Account Number _____ Exp. Date _____ Security Code _____

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002
exhibitorservices@xpertexpo.com

SHIPPING ADDRESSES

Hilton Austin
Austin, TX

Advance Shipments to Warehouse

To: (Exhibiting Company and booth number)

For: **RBMA Fall Educational Conference 2015**

c/o UPS Freight c/o AWD
16310 Bratton Lane, Bldg 1, Suite 125
Austin, TX 78728

Advance shipments are accepted from 8/28/2015 through 9/17/2015.

Direct Shipments to Show Site

To: (Exhibiting Company and booth number)

For: **RBMA Fall Educational Conference 2015**

Xpert Exposition Services
Hilton Austin
500 E 4th St
Austin, TX, 78701

First day direct shipments will be accepted is 9/27/2015.

Any shipment arriving prior to 9/27/2015 may not be accepted and is subject to additional handling fees.

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

RBMA Fall Educational Conference 2015

To: c/o UPS Freight c/o AWD
16310 Bratton Lane, Bldg 1, Suite 125
Austin, TX 78728

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A ***RUSH***
EXHIBIT MATERIAL

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

RBMA Fall Educational Conference 2015

To: c/o UPS Freight c/o AWD
16310 Bratton Lane, Bldg 1, Suite 125
Austin, TX 78728

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A ***RUSH***
EXHIBIT MATERIAL

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

RBMA Fall Educational Conference 2015

To: c/o UPS Freight c/o AWD
16310 Bratton Lane, Bldg 1, Suite 125
Austin, TX 78728

Company Name: _____
Booth Number: _____
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ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

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To: c/o UPS Freight c/o AWD
16310 Bratton Lane, Bldg 1, Suite 125
Austin, TX 78728

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A ***RUSH***
EXHIBIT MATERIAL

DIRECT SHIPMENT

From:

RBMA Fall Educational Conference 2015

To: Xpert Exposition Services
Hilton Austin
500 E 4th St
Austin, TX, 78701

Company Name: _____

Booth Number: _____

Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

DIRECT SHIPMENT

From:

RBMA Fall Educational Conference 2015

To: Xpert Exposition Services
Hilton Austin
500 E 4th St
Austin, TX, 78701

Company Name: _____

Booth Number: _____

Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

DIRECT SHIPMENT

From:

RBMA Fall Educational Conference 2015

To: Xpert Exposition Services
Hilton Austin
500 E 4th St
Austin, TX, 78701

Company Name: _____

Booth Number: _____

Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

DIRECT SHIPMENT

From:

RBMA Fall Educational Conference 2015

To: Xpert Exposition Services
Hilton Austin
500 E 4th St
Austin, TX, 78701

Company Name: _____

Booth Number: _____

Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

RBMA Fall Educational Conference 2015

To: ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Company Name: _____
Booth Number: _____
Piece # _____ of _____

H ***RUSH*** **HANGING SIGN**

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

RBMA Fall Educational Conference 2015

To: ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Company Name: _____
Booth Number: _____
Piece # _____ of _____

H ***RUSH*** **HANGING SIGN**

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

RBMA Fall Educational Conference 2015

To: ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Company Name: _____
Booth Number: _____
Piece # _____ of _____

H ***RUSH*** **HANGING SIGN**

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

RBMA Fall Educational Conference 2015

To: ESS
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

Company Name: _____
Booth Number: _____
Piece # _____ of _____

H ***RUSH*** **HANGING SIGN**

EXHIBIT FREIGHT SOLUTIONS

THE OFFICIAL CARRIER FOR XPERT EXPOSITION SERVICES

EFS knows tradeshow shipping and our 21st century approach allows you to tailor a shipping plan that meets your specific needs. We can help you to, between and from any shows, ANYTIME AND ANYWHERE.

TO SHOWS:

- Full coverage of North America = pickups anywhere
- Special needs? Liftgate? Residential pick-up? Need an appointment? Just ask
- In-transit tracking = assurance of on-time delivery
- Preferred carrier status = your shipment is in your booth before you are

BETWEEN SHOWS:

- All-in caravan rates include freight cost, fuel, storage, and show site delivery
- No added wait time charges at delivery

FROM SHOWS:

- Book your outbound shipment before the show and we will have your Material Handling Agreement (MHA) at the service desk
- Ship prepaid or collect to a customer at the same low show rates

We track your shipment during transit and handle all communications needed for on-time delivery…SO YOU DON'T HAVE TO!

IT'S EASY TO GET STARTED

- Visit our website, **www.exhibitfreight.com**
- Login to your account to get a quick quote
- Set up and print inbound and/or outbound shipping documents

QUESTIONS?

Contact one of our dedicated trade show experts toll-free at 800-382-7700 or email contact@exhibitfreight.com

xpert EXPOSITION SERVICES

RBMA Fall Educational Conference 2015

September 27-29

MATERIAL HANDLING COSTS

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x $76.00 per 100 lbs.**
= $_____

Crated Additional Handling*
Shipment Weight _____ cwt x $93.60 per 100 lbs.**
= $_____

** Uncrated shipments will NOT be accepted at the Advance Warehouse.*
***200 lb. minimum*

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x $72.00 per 100 lbs.**
= $_____

Crated Additional Handling
Shipment Weight _____ cwt x $82.80 per 100 lbs.**
= $_____

Uncrated Additional Handling
Shipment Weight _____ cwt x $93.60 per 100 lbs.**
= $_____

***200 lb. minimum*

Small Packages
First Piece $36.75 + ____ Additional Pieces @ $12.75

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Cost Estimate

Material Handling	$
Estimated Additional Charges	$
Total Estimated Material Handling	**$**

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Off-Target - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

Late to Warehouse Fee: - Shipments arriving after "date" will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional $50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipments are received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002
exhibitorservices@xpertexpo.com

CART LOAD SERVICE

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. For a flat rate of $80.00 per round trip, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Two round trips maximum per exhibiting company. Shipments larger than two cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

Caddie Cart Load Service is….

- Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

- No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- No Xpert equipment is allowed to be used by exhibitors.

Caddie Cart Load Service Schedule

Move-In

Sunday September 27 8:00AM - 4:00PM

Move-Out

Tuesday September 29 1:30PM - 8:00PM

Exhibitors who have extensive unloading requirements must use the material handling services.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to existing insurance policies.

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Xpert Service Desk. Xpert will be unable to adjust invoices after the close of the show.

Freight must be less than: 3' high
3' wide
5' long

Cart is 30"' x 48"'.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002
exhibitorservices@xpertexpo.com

xpert EXPOSITION SERVICES

RBMA Fall Educational Conference 2015

September 27-29

MATERIAL HANDLING AUTHORIZATION

Company Name _____ Booth Number _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x $76.00 per 100 lbs.**
= $_____

Crated Additional Handling*
Shipment Weight _____ cwt x $93.60 per 100 lbs.**
= $_____

** Uncrated shipments will NOT be accepted at the Advance Warehouse.*
***200 lb. minimum*

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x $72.00 per 100 lbs.**
= $_____

Crated Additional Handling
Shipment Weight _____ cwt x $82.80 per 100 lbs.**
= $_____

Uncrated Additional Handling
Shipment Weight _____ cwt x $93.60 per 100 lbs.**
= $_____

***200 lb. minimum*

Small Packages
First Piece $36.75 + ____ Additional Pieces @ $12.75

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Off-Target - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

Late to Warehouse Fee: - Shipments arriving after "date" will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional $50.00 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipment is received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME (please print)

_____
DATE

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002
exhibitorservices@xpertexpo.com

MATERIAL HANDLING POLICY

Weight Tickets

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

Overtime Charges

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

Inbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

Outbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to $ .50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is "Material Handling/Drayage"? – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance warehouse vs. direct to show site shipments: In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

RBMA Fall Educational Conference 2015

September 27-29

BOOTH LABOR

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Labor

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.
Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 9/6/2015: Add 30% to hourly rates.

LABOR RATES: **Straight time $ 78.00** **Overtime: $ 140.40**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

Date & Time	# of Laborers	Total Hours	Hourly Rate	Total Cost
Install				
☐ Xpert Supervision* on installation labor				
Dismantle				
☐ Xpert Supervision* on dismantle labor				

Total Estimated Costs	$

*Xpert Supervision

Our fee for this service is 50% of exhibitor's total labor bill.
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.
Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative _____

Cell Phone Number _____

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

RBMA Fall Educational Conference 2015

September 27-29

OUTBOUND SHIPPING INSTRUCTIONS

NOTE: ONLY submit this form if using Xpert Exposition Supervised Labor

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Outbound Shipping Instructions

Please complete this section only if Xpert Exposition will be supervising booth labor.

At close of show, exhibitor freight will be shipped to the following address:

If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show _____ Booth # _____

Address _____

City _____ State _____ Zip _____ Country _____

Attention: _____

Phone _____ Fax _____

SHIPPING METHOD

□ AIR □ GROUND

Name of Carrier: _____

Please note:

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.

If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.

Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.

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RBMA Fall Educational Conference 2015

September 27-29

EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 9/6/2015**.**

EAC COMPANY NAME _____

EAC CONTACT NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

TELEPHONE _____ FAX _____ EMAIL _____

Services to be provided

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service

☐ Booth Labor ☐ Other _____

Is this company authorized to order services on your behalf? ☐ YES ☐ NO

Is this company responsible for charges incurred for the show? ☐ YES* ☐ NO

*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME _____ SIGNATURE _____ DATE _____

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 01/01/03

PRODUCER

ABC Insurance Agency Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED

Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-AI1	01/01/08	01/01/09	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	$1,000,000 $ 300,000 $ 10,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐ _____	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: $ $	$1,000,000 $1,000,000
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	XL1234567	01/01/08	01/01/09	EACH OCCURENCE AGGREGATE 	$1,000,000 $1,000.000 $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	X WC STATU-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 $1,000.000 $1,000.000 $1,000.000
D	OTHER					

SAMPLE COPY

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.
Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

CERTIFICATE HOLDER | X | ADDITIONAL INSURED; INSURER LETTER: X | CANCELLATION

Xpert Exposition Services
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE
John Smith, CIC
John Smith, CIC

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RBMA Fall Educational Conference 2015

September 27-29

FORKLIFT LABOR

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Forklift Labor

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

FORKLIFT RATES: **Straight time $ 215.00** **Overtime: $ 322.50**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time	# of Forklifts	Total Hours	Hourly Rate	Total Cost
Install				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Dismantle				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		Total Estimated Costs		**$**

Description of Work to be performed: _____

Describe largest piece to be handeled:

Weight _____lbs. Dimensions: Length _____ Width _____ Depth _____

Height to be placed _____

Show site contact: _____ _____
NAME CELL

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002
exhibitorservices@xpertexpo.com

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RBMA Fall Educational Conference 2015

September 27-29

HANGING SIGN LABOR

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Hanging Sign Labor

Orders for hanging of ceiling signs must be submitted with payment to Xpert Exposition Services no later than 9/12/2015.

Overhead signs must be sent in a separate container to the advance shipping warehouse no later than 9/17/2015 using the enclosed "Hanging Sign" labels.

All overhead hanging signs or banners are subject to approval and must conform to show management and facility regulations. Xpert Exposition Services reserves the right to assemble, install, and lower all hanging signs with approved devices and cable to safely hang signs.

Set-up instructions must be provided for signs requiring assembly. Hanging anchor points must be pre-fabricated and ready for use.

Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical order forms included in this manual.

Xpert Exposition Services reserves the right to refuse to hang any sign which we deem to be unsafe.

Signs requiring assembly, installation and dismantling of support devices or hoisting cable will be done on a time-and-material basis. All labor to assemble and disassemble is at exhibitor's expense, and will be charged at Xpert's Labor rates. Hanging is a separate charge. Hanging sign assembly is mandatory.

HANGING SIGN RATES: **Straight time $ 396.00** **Overtime: $ 594.00**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time	# of Lifts	Total Hours	Hourly Rate	Total Cost
Install				
_____	_____	_____	_____	_____
Dismantle				
_____	_____	_____	_____	_____

Assembly required? □ Yes □ No

Supervision Required for Assembly? □ Yes □ No

Total Estimated Costs	**$**

Description of Sign/Banner:

□ Cloth/Vinyl □ Wood □ System □ Metal □ Other _____

□ 1 – Sided □ 2 – Sided □ Pockets □ Grommets Number of hang points: _____

Shape:

□ Square □ Circle □ Triangle □ Rectangle □ Other _____

Dimensions:

Height _____ Width _____ Length _____ Weight _____ lbs.

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

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RBMA Fall Educational Conference 2015

September 27-29

HANGING SIGN LAYOUT

Company Name _____ Booth Number _____

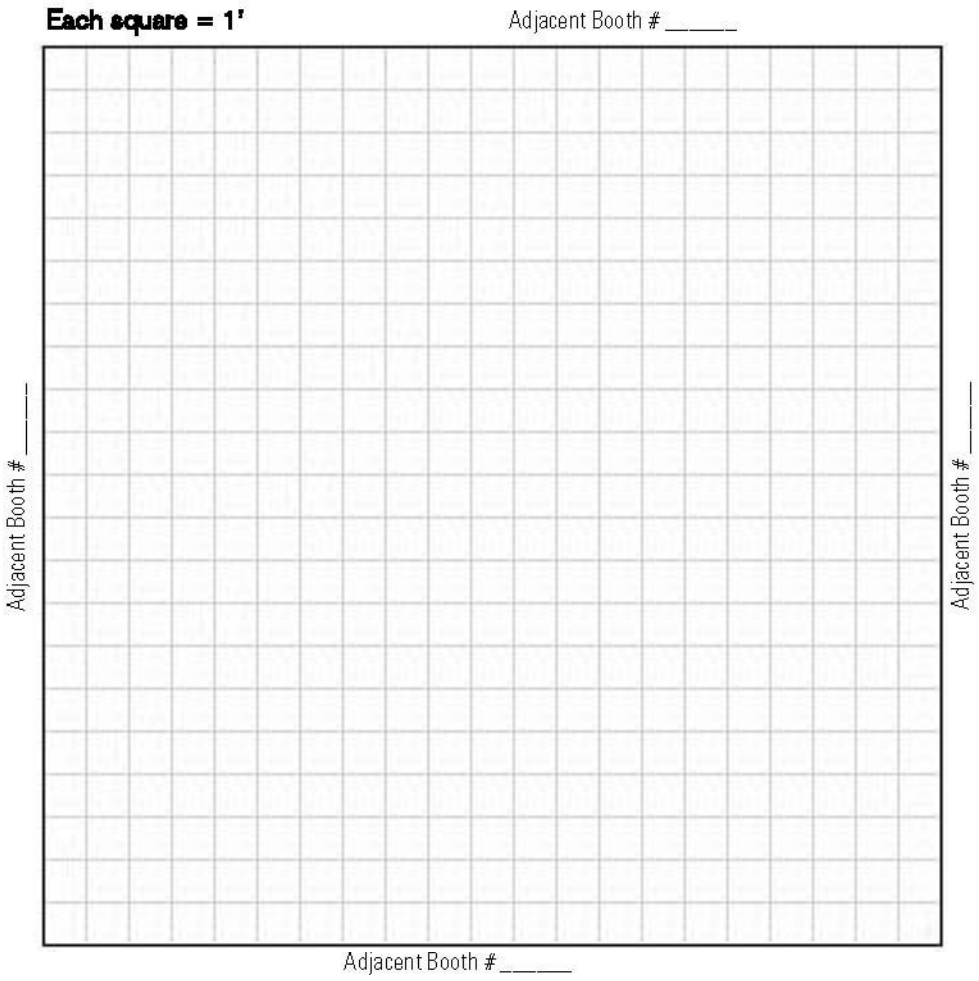
Contact Person _____ E-Mail _____

Hanging Sign Layout

Sign Location

☐ Center of booth ☐ See attached floor plan or grid below

Distance from floor to top of sign _____ or ☐ to maximum height allowed



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exhibitorservices@xpertexpo.com

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RBMA Fall Educational Conference 2015

September 27-29

BOOTH CLEANING

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Booth Cleaning

Vacuuming of booth and emptying of wastebaskets once daily at close of show

Booth dimensions		Total area		Discount Price		Standard Price		Daily Price
_____	x _____ =	_____	x	$0.37	or	$0.47	=	_____

Daily Price		Number of days		Cleaning Service Total Price
_____	x	_____	=	_____

Porter Service

Emptying of wastebaskets every two hours during show hours only.

Booth size	Cost per day	Number of days	Porter Service Total Price
up to 1000 sq. ft.	$130.50	_____	_____
1000 to 1500 sq. ft.	$150.50	_____	_____
1500 to 2000 sq. ft.	$170.50	_____	_____
2000 to 2500 sq. ft.	$190.50	_____	_____
2500 to 3000 sq. ft.	$210.50	_____	_____
3000 to 3500 sq. ft.	$230.50	_____	_____
3500 to 4000 sq. ft	$250.50	_____	_____
Over 4000 sq. ft.	$270.50	_____	_____

Total Costs	

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exhibitorservices@xpertexpo.com

RBMA Fall Educational Conference 2015

September 27-29

EXPOSITION SERVICES

WAREHOUSE STORAGE

Company Name		Booth Number	
Show Name	Facility		
Contact Person	E-Mail		
Address	City	St	Zip
Phone	Fax		

Warehouse Storage

Xpert Exposition Services now has available storage space in the Las Vegas area with facilities and services to:

1. Receive and hold your equipment and/or exhibit materials.
2. Save on expensive shipping charges. (Additional charges may apply for shipping to non Xpert events)
3. Storage freight is delivered to your booth in advance of direct shipments. (to Xpert Exposition Events only)
4. No Marshaling Yard check-in, waiting or fees. (to Xpert Exposition Events only)
5. Year round accessibility. (If using your carrier for transport: Pick-up and delivery time must be scheduled with Xpert at least 72 hours in advance)

Storage Rates

Storage:	$7.00 per cwt per month. (10 CWT or 1000 lbs. minimum)
Transportation:	2 hr minimum @ $135.00 per hour ST from Las Vegas show site to the warehouse facility. (Quotes can be provided for shipping from another location) 2 hr minimum @ $135.00 per hour ST from warehouse facility to event in Las Vegas. (Quotes will be provided for shipping outside of Las Vegas)
Handling:	$7.00 per cwt for loading/unloading exhibit materials at the warehouse. (5 CWT or 500 lb. minimum)

NOTES: Additional fees apply if storage is removed from Xpert's warehouse and shipped to shows where Xpert is not the general contractor. Please contact us at shipping@xpertexpo.com if you would like to receive a shipping quote from Xpert Shipping Services (XSS). Additional fees also apply for access to or inventory of freight while placed in storage with Xpert. Drayage rates will still apply for storage materials delivered from our facility to show site.

Transportation information but be provided on the following form with a minimum of 72 hrs prior to a Las Vegas, NV delivery and 5 business days before a delivery should arrive at its out of town destination. Please call or e-mail if a quote is needed for expedited delivery.

Monthly Storage Cost: $7.00 x _____CWT x _____ # of months $_____
1,000 lb. minimum storage*

Start Date:_____ End Date: _____

Signature_____Print_____Date_____

All storage services are subject to Xpert Exposition Services Terms and Conditions or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees will result in a lien against your property. Xpert reserves the right to dispose of any materials if unclaimed after 30 days

RBMA Fall Educational Conference 2015

September 27-29

WAREHOUSE STORAGE FAQ

Frequently Asked Questions:

1) Where will my items be stored?

Items placed in storage will be housed at Xpert's Las Vegas warehouse located at 3455 W. Sunset Road, Suite L, Las Vegas, NV 89118.

2) How should I label my items to be placed in storage?

An Xpert Service Desk representative will provide you with specific storage labels after you have placed your order for storage services.

3) How should I pack my items to be placed in storage?

Loose items placed in storage must be shrink-wrapped or banded on pallets. Items placed in crates should be securely fastened. Please visit the Xpert Service Desk if you require shrink-wrap or banding services. We do not accept pad-wrapped items in storage.

4) What happens if I need to access my storage after the show?

Please call our Exhibitor Services team at 1-855-677-EXPO(3976) to schedule an appointment to visit the Las Vegas Warehouse. Please provide a minimum of 48 hours notice to access your storage. Additional fees will apply for inventory management.

5) What type of payment do you accept for Storage Service?

We will require a valid credit card at the time of your order. It is our policy not to extend credit for this service.

6) Do you offer pro-rated fees or refunds if my Storage dates change?

We do not offer pro-rated refunds or credits if your storage term ends before your contract expires.

7) What happens to my stored items after my Storage Term ends?

You are responsible for retrieving your items from the Las Vegas warehouse. Please contact Xpert Shipping Services @ 855-677-3976 to help arrange for the transportation of your storage.

Note: Xpert reserves the right to dispose of materials thirty (30) calendar days after your storage contract ends, or the current contract is not extended and paid for, without liability.

8) Does this Storage Service take the place of the Estimated Material Handling Costs in my exhibitor kit?

Storage Service charges are for use of the storage space and are exclusive of Material Handling costs.

9) What type of insurance do you offer for stored items in your warehouse?

It is understood that Xpert is not an insurer. Storage charges are for use of the space and not a form of insurance. Insurance on exhibit materials shall be obtained by the exhibitor at their sole cost and expense from a third party insurance provider.

ACCESSIBLE STORAGE DURING SHOW

Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.
Accessible storage is unsecured

Set-Up Fee

There is a one-time set up fee of $105.00

Storage Fee

Based upon square footage required for storage

Up to 32 square feet	$105.00 per day
32 to 64 square feet	$155.00 per day
64 to 96 square feet	$205.00 per day
96 to 128 square feet	$255.00 per day
128 to 160 square feet	$305.00 per day

Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.

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RBMA Fall Educational Conference 2015

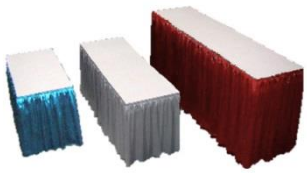
September 27-29

FURNITURE & ACCESSORIES

Side Chair

Stool

36" x 30" High Conference Table


Tables with Skirting

Chrome Bag Stand

Chrome Sign Stand

Literature Rack

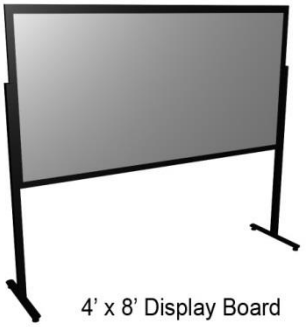
Stanchion
(includes 7' retractable cord)

Tripod Easel

Garment Rack

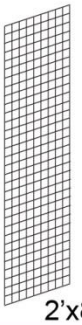
Raffle Drum

Wastebasket


4' x 8' Display Board

8' Upright Pole & Base

6' – 10' Crossbar


2'x8' Gridwall

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exhibitorservices@xpertexpo.com

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RBMA Fall Educational Conference 2015

September 27-29

STANDARD FURNITURE

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard Furniture

Seating

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	$ 55.00	$ 71.50	$_____
Barstool	_____	$ 97.00	$ 126.10	$_____

Round Tables

	Quantity	Discount Price	Standard Price	Extended Price
36” x 30” High Conference Table	_____	$ 189.00	$ 245.70	$_____
36” x 40” High Cocktail Table	_____	$ 209.00	$ 271.70	$_____

30” Tables

4’ x 2’ x 30” High Table (un-skirted)	_____	$ 63.00	$ 81.90	$_____
6’ x 2’ x 30” High Table (un-skirted)	_____	$ 83.00	$ 107.90	$_____
8’ x 2’ x 30” High Table (un-skirted)	_____	$ 103.00	$ 133.90	$_____

40” Tables

4’ x 2’ x 40” High Table (un-skirted)	_____	$ 72.00	$ 93.60	$_____
6’ x 2’ x 40” High Table (un-skirted)	_____	$ 95.00	$ 123.50	$_____
8’ x 2’ x 40” High Table (un-skirted)	_____	$ 118.00	$ 153.40	$_____
Draped Riser (white only) ☐ 4’ ☐ 6’	_____	$ 56.00	$ 72.80	$_____

Table skirting

Skirting Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

If choosing more than one color, please note specifics _____

	Quantity	Discount Price	Standard Price	Extended Price
30” Table Skirt - 3 sides ONLY on 6’ or 8’	_____	$ 39.00	$ 50.70	$_____
40” Table Skirt - 3 sides ONLY on 6’ or 8’	_____	$ 49.00	$ 63.70	$_____
30” Table Skirt - 4th side coverage for 6’ or 8’	_____	$ 39.00	$ 50.70	$_____
40” Table Skirt - 4th side coverage for 6’ or 8’	_____	$ 49.00	$ 63.70	$_____

Total Costs	**$**

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xpert EXPOSITION SERVICES

RBMA Fall Educational Conference 2015

September 27-29

FURNITURE ACCESSORIES

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Furniture Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	$ 95.00	$ 123.50	$_____
22" x 28" Chrome Sign Stand	_____	$ 89.00	$ 115.70	$_____
4' x 8' Display Board	_____	$ 164.00	$ 213.20	$_____
4' x 8' Peg Board	_____	$ 164.00	$ 213.20	$_____
2' x 8' Grid Wall	_____	$ 87.00	$ 113.10	$_____
Grid Wall Feet (set of two)	_____	$ 25.00	$ 25.00	$_____
Garment Rack	_____	$ 99.00	$128.70	$_____
Literature Stand	_____	$ 98.00	$ 127.40	
$_____				
Raffle Drum	_____	$ 93.00	$ 120.90	$_____
Stanchion (includes 7' retractable cord)	_____	$ 73.00	$ 94.90	$_____
Tripod Easel	_____	$ 37.00	$ 48.10	$_____
8' Upright Pole & Base	_____	$ 26.00	$ 33.80	$_____
6' – 10' Crossbar	_____	$ 26.00	$ 33.80	$_____
Wastebasket	_____	$ 19.00	$ 24.70	$_____

BOOTH DRAPE

Drape Color ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

	Quantity	Discount Price	Standard Price	Extended Price
8' high drape – backdrop (per linear foot)	_____	$ 15.00	$ 19.50	$_____
3' high drape – side rail (per linear foot)	_____	$ 12.00	$ 15.60	$_____
End Cap	_____	$ 45.00	$ 58.50	$_____

Total Costs	**$**

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September 27-29

BOOTH CARPET

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

	Quantity	Discount Price	Standard Price	Extended Price
10' x 10'	_____	$144.00	$187.20	$_____
10' x 20'	_____	$288.00	$374.40	$_____
10' x 30'	_____	$432.00	$561.60	$_____
10' x 40'	_____	$576.00	$748.80	$_____
10' x 50'	_____	$720.00	$936.00	$_____

Custom Cut Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

	Booth Size		Sq. Ft.		Discount Price		Standard Price	Extended Price
Per Sq Ft (minimum 100 ft.)	____	X ____	= _____	X	$2.40	or	$3.12=	$_____

Plush Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal ☐ White

	Booth Size		Sq. Ft.		Discount Price		Standard Price	Extended Price
Per Sq. Ft (minimum 100 ft.)	____	X ____	= _____	X	$3.30	or	$4.29 =	$_____

Accessories

	Size		Sq. Ft.		Discount Price		Standard Price	Extended Price
Padding (1/2 inch foam)								
Per Sq. Ft. (minimum 100 ft.)	____	X ____	= _____	X	$1.40	or	$1.82 =	$ _____
Double Padding (1 inch foam)								
Per Sq. Ft. (minimum 100 ft.)	____	X ____	= _____	X	$2.75	or	$3.58 =	$_____
Visqueen (3 mil)								
Per Sq. Ft. (minimum 100 ft.)	____	X ____	= _____	X	$0.95	or	$1.24 =	$_____

Total Costs	**$**

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September 27-29

SHOWCASE RENTAL

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard Showcase

Size		View		Quantity	Discount Price	Standard Price	Extended Price
4’	☐ full	☐ half	☐ quarter	_____	$335.00	$435.50	$_____
5’	☐ full	☐ half	☐ quarter	_____	$345.00	$448.50	$_____
6’	☐ full	☐ half	☐ quarter	_____	$355.00	$461.50	$_____
Corner		☐ half	☐ quarter	_____	$345.00	$448.50	$_____
						Total Costs	**$**

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RBMA Fall Educational Conference 2015

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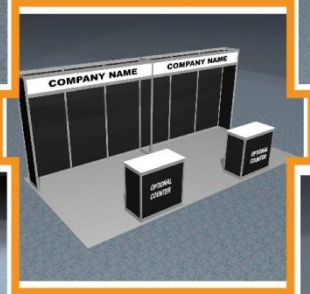
BOOTH RENTAL

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

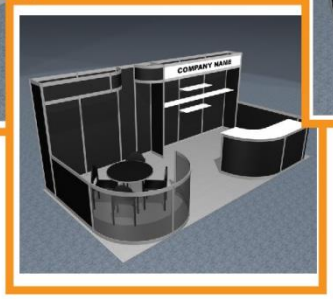
PACKAGE A

PACKAGE B



PACKAGE C

PACKAGE D



PACKAGE E

PACKAGE F

PACKAGE G

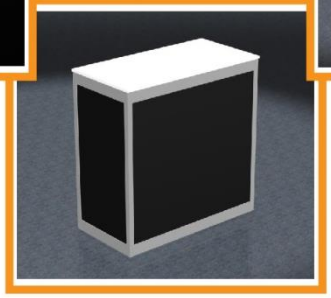
PACKAGE H

ACCESSORIES

ARM LIGHT

SHELF

1M COUNTER



2M COUNTER

CURVED COUNTER

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September 27-29

BOOTH RENTAL

Discount Price Deadline 42253

	Discount Price	Standard Price	Extended Price
Package A • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	$1345.00	$1748.50	_____
Package B • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	$1830.00	$2379.00	_____
Package C • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	$2045.00	$2658.50	_____
Package D • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	$2557.00	$3324.10	_____
Package E • header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	$3245.00	$4218.50	_____
Package F • header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves	$3150.00	$4095.00	_____
Package G • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	$3245.00	$4218.50	_____
Package H • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	$3945.00	$5128.50	_____

Total Costs	**$**

Header copy: _____

Text color: ☐ Black ☐ Blue ☐ Red ☐ Grey

Panel color: ☐ White ☐ Black ☐ Grey ☐ Grey Fabric (Velcro friendly) ☐ Black Fabric (Velcro friendly)

Carpet color: ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

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September 27-29

BOOTH RENTAL ACCESSORIES

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Booth Rental Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights*	_____	$65.00	$84.50	$_____
1 meter shelf	_____	$49.00	$63.70	$_____
1 meter counter	_____	$245.00	$318.50	$_____
1 meter curved counter	_____	$345.00	$448.50	$_____
2 meter counter	_____	$375.00	$487.50	$_____
Sliding door lock for counter	_____	$18.00	$23.40	$_____
			Total Costs	**$**

*Arm lights are only able to be utilized with Xpert rental booth packages

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

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September 27-29

CUSTOM SIGNAGE

Discount Price Deadline 9/6/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Signage

	Quantity	Discount Price	Standard Price	Extended Price
8 ½" x 11"	_____	$39.00	$50.70	$_____
7" x 44"	_____	$53.00	$68.90	$_____
14" x 22"	_____	$59.00	$76.70	$_____
22" x 28"	_____	$89.00	$115.70	$_____
28" x 44"	_____	$147.00	$191.10	$_____
38" x 84" w/base single sided	_____	$445.00	$575.00	$_____

* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

☐ Horizontal ☐ Vertical

OPTIONS

	Quantity	Discount Price	Standard Price	Extended Price
Easel back (per sign)	_____	$9.00	$11.70	$_____

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to graphics@xpertexpo.com.

Sub Total $_____

Add 8.1% Tax $_____

Total Costs	**$**

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AUSTIN LABOR GUIDELINES

To assist you in planning for your participation in the forthcoming event, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand jurisdiction of the various unions, we ask that you read the following:

Texas is a "right-to-work" state. This means that full-time employees of an exhibiting company may do the unpacking, erecting, assembling, dismantling and packing of displays and equipment. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for temporary labor can be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

Union jurisdiction prevails over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. Exhibitors are allowed to perform their own drayage, provided their freight is delivered in their personal vehicle, and their own company employees **hand carry** the freight into the building and to the booth. No fork trucks, dollies, pallet jacks, or mechanized equipment may be used by anyone other than the official drayage contractor.

FIRE & SAFETY

FIRE AND SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.

3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.

14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at **EXHIBITOR'S EXPENSE**. All storage must be kept clear of electric cables or junction boxes.

15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

xpert EXPOSITION SERVICES

RBMA Fall Educational Conference 2015

September 27-29

TERMS & CONDITIONS

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICES in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICES show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICES has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICES or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by XPERT EXPOSITION SERVICES.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that XPERT EXPOSITION SERVICES and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. XPERT EXPOSITION SERVICES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICES in time to obtain the proper equipment.

4. XPERT EXPOSITION SERVICES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

5. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. XPERT EXPOSITION SERVICES and its subcontractors are not insurers; i.e., XPERT EXPOSITION SERVICES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICES, or from the negligence of XPERT EXPOSITION SERVICES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of XPERT EXPOSITION SERVICES and its subcontractors shall be limited to a sum equal to $.50 per pound per article, with a maximum liability of $100.00 per item or $1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. XPERT EXPOSITION SERVICES will not be bound to honor any claim or action brought against XPERT EXPOSITION SERVICES or its subcontractors more than 60 days after the date of incident.

8. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the XPERT EXPOSITION SERVICES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. LAS XPERT EXPOSITION SERVICES assumes no liability as a result of such rerouting or handling.

13. Dry and Cold Storage – Exhibitor stores products at its own risk. XPERT EXPOSITION SERVICES assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICES for freight handling services or any other services provided by XPERT EXPOSITION SERVICES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

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TRC SHOWLEADS
Capture more than a card

Innovative Lead Retrieval Solutions

1 ShowLeads Lite Lead Capture Simplified

- ✓ Quickly capture exact contents of barcode (Scan only)
- ✓ Our best selling solution
- ✓ Fits in the palm of your hand
- ✓ Scans instantly
- ✓ Does not require power
- ✓ Leads available within 1 business day

2 ShowLeads Plus Enhanced Features

All of the features of our ShowLeads Lite combined with TRC's iPod Touch so you can:

- ✓ Customize qualifiers (Additional fees apply)
- ✓ Easily take notes & edit your leads
- ✓ Record voice memos and take pictures
- ✓ Printer option available

3 ShowLeads Smartphone App "Real-Time" Solution

Application you download on your iPhone or Android for quick and easy lead capture

- ✓ Instant online access to your leads
- ✓ Follow up with leads immediately
- ✓ Send emails from the trade show floor

TRC TECHNOLOGY RESOURCE CORPORATION

800.922.8646

29 Emmons Drive - Suite F-10
Princeton, NJ 08540

www.trcshowleads.com

2015 RBMA Fall Educational Conference

September 27 – 29, 2015
Hilton Austin
Austin, Texas

Lead Retrieval Order Form

TRC SHOWLEADS
Capture more than a card

Contact Name/Title

Company Name | Booth # (Required)

Address

City | State | Zip Code

Country | Phone

E-mail | Fax

Delivery Contact | Phone Number

1. Complete and sign the form
2. Fax or email the form back to TRC at
Email courtney@trcbadgerite.com

Terms and Conditions

1. To ensure your order is processed, please sign and return this Authorized Order Form to Technology Resource Corporation. Orders must be canceled at least one week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders canceled five to seven days prior to the show and 100% of the total charge for orders canceled less then five days prior to the show. Delivery charges apply to all cancellations.
2. The total rental amount will be processed at the time the order is placed
3. Once exhibitor is in possession of the scanner/s, the exhibitor is responsible for 100% of of the value of lost or damage equipment.

My signature authorized TRC to charge my card account (identified left) for: the total rental amount (identified below); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below)for the repair or replacement cost of any damaged and or lost equipment.
All equipment must be picked up from the TRC service desk unless the delivery option is chosen. Your order will be confirmed via e-mail or fax. Please provide an accurate address below. Please make sure you receive a confirmation to ensure your order was placed for the show. Delivered equipment must be returned to the TRC Service Desk by the exhibitor at the end of the event. Leads will be available to you within one business day of the closing of the show.

◯ Check (Payable in U.S. funds to: TRC Corporation) ◯ Visa ◯ MC ◯ Amex

Card Number | Expiration date

Cardholder Name | Cardholder Signature

Credit Card Holder Address if different from above

Address | City | State | Zip

ShowLeads Products

Leads will be available within 1 business day from the end of the show

		Advanced Rate Thru 9/6/2015	Standard Rate After 9/6/2015	Number Of Units	Cost	Ext. Cost
1	**ShowLeads Lite** — Lead Capture Simplified	$310	$375			
2	**ShowLeads Plus** — Enhanced Features Featuring Apple iPod	$370	$445			
3	**ShowLeads Smartphone App** — "Real-Time" Solution	$265	$315			
	Each Additional License $150					

Additional Services

A) Custom Surveys (For ShowLeads Plus and App only)	$85	$100			
B) Bluetooth Printer (For ShowLeads Plus Only, One Printer Per Scanner)	$75	$95			
C) Delivery to your booth	$75	$75			

Show Code 21943

TRC TECHNOLOGY RESOURCE CORPORATION

For assistance call toll-free:
800-922-8646 Ext. 122
Or e-mail us at: courtney@trcbadgerite.com

Fax orders to: 609-720-1701
Mail orders to: TRC Corporation
29 Emmons Drive - Suite F10
Princeton, NJ 08540

Sub Total
Sales Tax 8.25%
Grand Total

TRC SHOWLEADS
Capture more than a card

Custom Survey Form

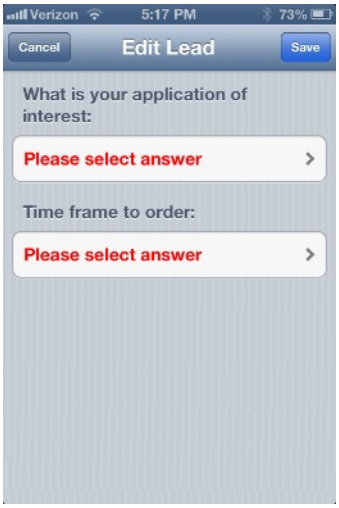
Fees Apply - See "Additional Services" on page 2

Company Name _____ **Phone** _____

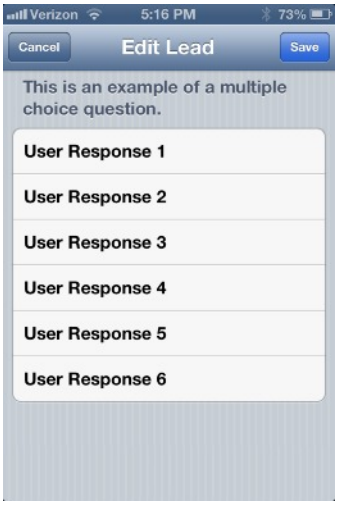
Guidelines

1. **You can have up to four questions per screen (page).**
2. **Questions may be asked and answered using three possible formats. (see illustration below)**
3. **Single and multiple choice questions may have a maximum of six possible answers.**

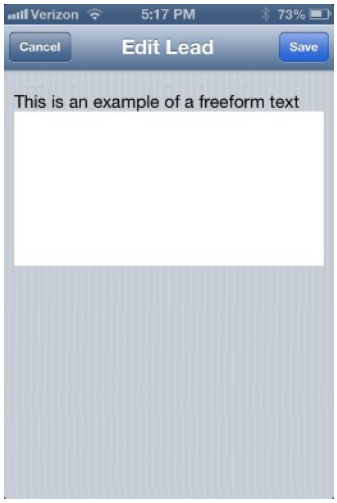
Single Answer



Multiple Answer



Freeform Answer



Choose Question Type

Question 1 **Single Answer** ◯ **Multiple Answer** ◯ **Freeform Answer** ◯

Type Question _____

100 characters maximum

Answer 1: _____ **40 characters maximum**

Answer 2: _____ **40 characters maximum**

Answer 3: _____ **40 characters maximum**

Answer 4: _____ **40 characters maximum**

Answer 5: _____ **40 characters maximum**

Answer 6: _____ **40 characters maximum**

TRC SHOWLEADS
Capture more than a card

Question 2 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum

Question 3 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum

Question 4 Single Answer ◯ Multiple Answer ◯ Freeform Answer ◯

Type Question

100 characters maximum

Answer 1:		40 characters maximum
Answer 2:		40 characters maximum
Answer 3:		40 characters maximum
Answer 4:		40 characters maximum
Answer 5:		40 characters maximum
Answer 6:		40 characters maximum

RBMA

RBMA 2015 Fall Educational Conference
September 27-29, 2015
Hilton Austin Hotel

Show Code 21943

TRC TECHNOLOGY RESOURCE CORPORATION

Mail / Fax Form To:
Technology Resource Corporation
29 Emmons Drive , Suite #F 10
Princeton, NJ 08540
Ph: 800-922-8646 x 108 Fax: 609-720-1701
Attn: Sandi Zeto
Email szeto@trcrent.com

CALL FOR ITEMS NOT LISTED – ALL PRICING IS FOR THE ENTIRE SHOW.

	QUANTITY	EQUIPMENT	SHOW RATE BEFORE 9/6/15	SHOW RATE AFTER 9/6/15	EXTENDED
DISPLAY		24" FLAT SCREEN DISPLAY	$295.00	$355.00	
		32" FLAT SCREEN DISPLAY	$395.00	$425.00	
		40" FLAT SCREEN DISPLAY	$595.00	$650.00	
		55" FLAT SCREEN DISPLAY	$895.00	$995.00	
		65" FLAT SCREEN DISPLAY	$1,295.00	$1,350.00	
		70" LED DISPLAY	$1,495.00	$1,595.00	
		90" LED DISPLAY	$2,495.00	$2,650.00	
		TOUCH SCREEN DISPLAYS			
		32" TOUCHSCREEN DISPLAY	$895.00	$995.00	
		42" TOUCH SCREEN DISPLAY	$1,050.00	$1,150.00	
		46" TOUCH SCREEN DISPLAY	$1,295.00	$1,395.00	
		70" TOUCHSCREEN DISPLAY	CALL	CALL	
		WALL MOUNT BRACKETS FOR LCD DISPLAY	$25.00	$35.00	
		DUAL POST STAND WHEN RENTING TRC's DISPLAY	$150.00	$175.00	
		HEAVY DUTY STAND FOR MONITORS 65 AND ABOVE	$295.00	$350.00	
		SHELF FOR THE POLE STAND (USED TO HOLD A LAPTOP, DVD & MORE)	$25.00	$35.00	
VIDEO WALL		46" NECX463UN, 1920x1080 SEAMLESS PANEL	CALL	CALL	
		55" NECX551UN, 1920x1080 SEAMLESS PANEL	CALL	CALL	
COMPUTERS		CORE 2 DUO, 2 GHZ, 2 GIG, 17" LCD, WINDOWS 7	$225.00	$275.00	
		MICROSOFT OFFICE 2010	$25.00	$30.00	
		MACBOOK PRO CORE 2 DUO 2.16 Ghz	$295.00	$350.00	
		LAPTOP: CORE 2 DUO, 2.0 Ghz, WINDOWS 7	$250.00	$275.00	
		IPADS 3 16mb, WIFI ONLY Call for additional options	$225.00	$250.00	
		IPADS 4 16mb, WIFI ONLY Call for additional options	$275.00	$325.00	
		IPAD FLOOR STANDS	$225.00	$295.00	
Misc.		BOOTH SOUND SYSTEM - 1 Wireless Mic, Mixer and Speakers	$425.00	$495.00	
		BLUERAY PLAYER	$150.00	$195.00	
		INTERACTIVE KIOSK***	$795.00	$895.00	
		WIRELESS KEYBOARD & MOUSE	$35.00	$50.00	
		3000 LUMENS LCD PROJECTOR	$595.00	$695.00	

Extended Amount	
Optional Loss/Damage Waiver equal to 10.8% of equipment subtotal****	
Delivery/Pick up charge equal to 12% of equipment subtotal (minimum $125.00)	
Subtotal	
Union Fee will be added to your final invoice (if applicable)	Call
8.25% Sales tax	
Total rental cost	

OFFICIAL COMPUTER AND DATA DISPLAY ORDER FORM

Credit Card Authorization - Terms and Conditions (Page 2 must be returned complete with page one)

Company Name_____**Phone**_____

TRC
TECHNOLOGY RESOURCE
CORPORATION

Show Code 21943

Mail / Fax Form To:
Technology Resource Corporation
29 Emmons Drive , Suite #F 10
Princeton, NJ 08540
Ph: 800-922-8646 x 108 Fax: 609-720-1701
Attn: Sandi Zeto
Email szeto@trcrent.com

Exhibitor/Show Information

Ordered by_____

Email address:_____

Company name:_____

Address:_____

City:_____**State:**_____**Zip**_____

Phone_____

Fax_____

Show contact_____

Booth #_____

Cell Phone: _____

Delivery date/time: _____ **(*2 hour window required*)**

Pick up date & time:_____

Credit Card Information: VISA M/C AMEX DISCOVER

Card holders name: _____

Card # :_____**exp.**_____

Card holder's signature: _____

Card holder's address: _____

City:_____**State:**_____**Zip**_____

Phone number_____

Fax number_____

Equipment notes:

* Low volume speakers included
** No speakers included, please call for options
*** Additional delivery charges apply - $150.00 for first unit, $100.00 each additional
**** Does not apply to laptops or projectors

Terms and Conditions:

Please make sure you receive a confirmation to ensure your order was placed for the show.

Drayage charges are the exhibitor's responsibility and are not included. If equipment is not ordered 10 days prior to the event, prices are subject to availability and applicable freight charges. No credits will be issued after delivery or attempted delivery of equipment. Exhibitor must be present in booth to accept delivery or additional fees will apply. If not in your booth at scheduled time, a repeat delivery fee will automatically be charged to your order. **PAYMENT INFORMATION: Payment required prior to delivery. Payment from customers outside the USA must be made by credit card only: I hereby authorize TRC to charge my credit card account (identified above) for the rental amount (indicated above); any applicable cancellation fees, and any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified above) for the repair or replacement cost (as applicable) of the damaged and/or lost or destroyed equipment if the optional Loss/Damage waiver is not purchased.**

Hilton
AUSTIN

500 East 4th Street, Austin, Texas 78701
Phone: (512) 482-8000 Fax: (512) 682-2789

Electrical & Rigging Service Form

PLEASE RETURN A MINIMUM OF TEN DAYS PRIOR TO THE SCHEDULED MOVE-IN DATE OR AN ADDITIONAL 25% LATE FEE WILL APPLY
FOR VERIFICATION ORDER HAS BEEN RECEIVED PLEASE CONTACT EVENTS AT 512-682-2700
FINALIZED FOLIO WILL BE SUBMITTED TO CONTACT INFORMATION PROVIDED BELOW UPON THE CONCLUSION OF THE CONFERENCE

Client Name: _____ Event Name: _____
Telephone: _____ Dates: _____
Email: _____ Client On-Site Contact: _____
Meeting Room: _____ Booth #: _____
Set-Up Date(s): _____ Time: _____

Electrical Charges

Quantity	Item	Rate	# Days	Total $
	20 amp/120V outlet – per day	$85.00		
	20 amp/208V, single phase – Day 1	$125.00		
	20 amp/208V, single phase – each per additional day	$90.00		
	20 amp/208V, three phase – Day 1	$200.00		
	20 amp/208V, three phase – each per additional day	$100.00		
	30 amp/120V outlet – per day	$130.00		
	30 amp/208V, single phase – Day 1	$175.00		
	30 amp/208V, single phase – each per additional day	$125.00		
	30 amp/208V, three phase – Day 1	$200.00		
	30 amp/208V, three phase – each per additional day	$150.00		
	60 amp/208V, three phase – Day 1	$255.00		
	60 amp/208V, three phase – each per additional day	$205.00		
	100 amp/208V, three phase – Day 1	$675.00		
	100 amp/208V, three phase – each per additional day	$425.00		
	200 amp/208V, three phase – Day 1	$995.00		
	200 amp/208V, three phase – each per additional day	$475.00		
	400 amp/208, three phase – Day 1	$1,400.00		
	400 amp/208, three phase – each per additional day	$1,000.00		
	Extension Cord – Flat Fee	$50.00	N/A	
	Power Strip – Flat Fee	$50.00	N/A	
		Subtotal		

Note that day one charges above include a one time installation fee for the designated circuits.

A dedicated quad box allows maximum output of 2000 watts, 120 volts

Banner Hanging
_____hours @ $40.00 hour/per man = ____
(Minimum of 1 hour)

Rigging Points
(Coordinate with PS-AV Representative)
_____@ $75.00 per point = _____

Total: **$** _____
25% Late Fee: **$** _____
Sales Tax (8.25%): **$** _____
NOTE: TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION MUST BE SUBMITTED FOR EXEMPTION
Grand Total: **$** _____

Hilton
AUSTIN

500 East 4th Street ● Austin, TX 78701

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: *512-682-2789*

ATTN: *Event Serives Department*
PHONE: *(512) 682-2700*

HOTEL USE ONLY: **Date:** _____

Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name:	
Check-In / Event Date:	
Name of Person/Group Making Reservation:	Phone:
Cardholder Name as it Appears on Credit Card:	
Cardholder Billing Address:	
City:	State: Zip:
Daytime /Business Telephone:	Evening Telephone:
Credit Card Number:	Expiration Date:
Credit Card Type: (Circle one) Visa/MasterCard American Express Discover JCB Diners Club	
Credit Card Issuing Bank Name:	Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle) All Charges Room & Tax Food & Beverage **IT/Electrical/AV** Retail Recreation I agree to cover the above categories of charges up to a Maximum Amount of $ _____	
DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers paying by credit card) Name on Invoice/Statement_____ Date on Invoice/Statement _____ Invoice/Statement Number _____ Authorized Amount $_____	

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: $_____

Final Balance Billed to Credit Card (hotel use only): $_____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: Date:

500 East 4th Street, Austin, TX 78701
Email: begeness@psav.com

Hilton Austin

Audio/Visual Dept Phone: 512-201-4330
Fax: 866-223-7956

Exhibitor Audio/Visual Order Form

Convention Name:

Exhibitor Company:	Booth Number:
Onsite Contact:	Email:
Address:	City/State:
Zip:	Country:
Phone:	FAX:

Equipment	Cost: Day Rate	Cost: Show Rate	Qty.	Days	Total
Tripod Screen - 6' or 8'	$85.00	$170.00			
Post-It® Endless Easel Pad Package	$80.00	$160.00			
DVD Player	$85.00	$170.00			
Compact Disc Player	$70.00	$140.00			
Laptop Computer with Office	$230.00	$460.00			
*Platinum Display Package - ***46" Monitor & DVD Player***	$725.00	$1,450.00			
*Gold Display Package - ***Color Monitor & DVD Player***	$445.00	$890.00			
*LED Uplight (Price Per Light)	$75.00	$150.00			
*LCD Projector	$500.00	$1,000.00			
20" Flatscreen Monitor	$205.00	$410.00			
*46" Plasma Monitor with Floor Stand	$610.00	$1,220.00			
*55" Plasma Monitor with Floor Stand	$745.00	$1,490.00			
*Small PA with Speaker, Mixer & Wired Microphone	$325.00	$650.00			

***Set/Strike labor included**

If you require items not on the list, please call. Labor may increase depending on scope of request.

Sub Total (taxable)	
22% Service Charge (taxable)	
Sub Total	
8.25% State Sales Tax	
Total	

Drop off date/time:_____

Pick up date/time:_____

Billing

Direct billing requires pre-approval. Please call for application.

_____ Room Charge (only if staying with the Hilton Austin Hotel)
_____ Hotel Master Account Number #
_____ Check

Card Type: VISA MC AMEX

Card Zip Code:

Card #:

Exp. Date:

Name as it appears on card:

Signature:

You must be present in the booth at delivery to accept and secure equipment. Please return a copy of this form with payment one-week prior to delivery date.

HOTEL USE ONLY
SERVICE MGR _____
MASTER CODE_____
GROUP DATES_____

Hilton
AUSTIN

Request for Internet, Telephone, and Digital Signage Services

** NO OUTSIDE NETWORK EQUIPMENT ALLOWED UNLESS APPROVED BY THE HILTON AUSTIN IT DEPARTMENT **
** THIS INCLUDES SWITCHES, HUBS, ROUTERS, AND WIRELESS ACCESS POINTS **

Today's Date	
Group Name	
Event Name	
Requester Name	
Onsite Contact	

Company Name					
Address					
City		State		Zip	
Phone Number		Fax Number			
Email address					

PLEASE RETURN VIA FACSIMILE TO 512 682-2789, ATTN: Catering & Events Departments
All internet and telephone orders must be received at least ten (10) days prior to the schedule move-in date.
Please allow at least fourteen (14) days for digital signage and VLAN configurations.
Requests received with less lead time will result in a 25% late fee per order.
A $50.00 cancellation fee will apply for service cancelled after setup.

PAYMENT OPTIONS - Please check one.

☐ **Direct billing** for accounts with prearranged credit through the credit office Master Account Code: _____

☐ **Charged to guest room**. May only be charged to guest room if the room has been checked in with an approved credit card, or approved for master account billing of room, tax and incidental charges.

☐ **Credit Card (please fill out attached credit card payment authorization form)**

**** Please refer to attached Internet and Telecom pricing sheet for current pricing. ****

OPTION CODE SEE OTHER PAGE (1-15)	QTY OF CONNECTIONS	DAILY CHARGE (SEE PRICING SHEET)	# DAYS	START DATE	INSTALL TIME	END DATE	DISCONNECT TIME	LOCATION /BOOTH #	SPECIAL INSTRUCTIONS	TOTAL $ (AMOUNT TAXABLE)

Subtotal: _____
25% Late Fee: _____
Sales Tax (8.25%): _____
Total: _____

Print Client Name: _____ Date of request: _____

Client Signature: _____ Date of signature: _____

NO OUTSIDE NETWORK EQUIPMENT ALLOWED UNLESS APPROVED BY THE HILTON AUSTIN IT DEPARTMENT, THIS INCLUDES WIRELESS ACCESS POINTS, SWITCHES, HUBS, ROUTERS

Internet Options

(1) Standard Wired Connection.....**$250 daily**
1.5Mbps, Pricing per computer

(2) Standard Wireless Meeting Room Connection.....**$150 daily**
Pricing per computer/IP address includes access in meeting space only. Not recommended for presentations, video streaming, webex sessions, and large file uploading or downloading.

(3) 5 Mbps circuit (burstable to 10 Mbps) .....**$500 daily**
Recommended for webcast, media rich web applications, streaming, etc. **(Larger circuits available)**

(4) Custom Wireless Access Point Configuration (802.11 b/g) .....**$600 daily (per Access Point)**
Custom SSID named to your specifications (can be broadcasted or hidden), encrypted (WEP, WPA) or unencrypted, this includes standard internet uplink and will connect up to 75 users wirelessly.

(5) VLAN configuration.....**Call for Quote**
Each meeting and guest room is segmented by default. VLAN configuration includes multiple meeting/guest rooms onto the same VLAN to enable the sharing of resources.

The Hilton Austin supports nearly all VPN clients (PTPP, L2TP, IPSec) and can provide meeting and guest rooms with private or public IP addresses. We are also connected to the Austin Convention Center via fiber and can provide a dry patch or create a VLAN between the two properties..... Call for Quote**

Telephone Options
**Phone numbers will be provided upon arrival unless instructed otherwise.

(7) In-house Extension – Existing Telephone.....**Complimentary**
Provides for the use of the existing meeting room's single-line telephone for in-house calls **only**.
Long distance, local or toll-free calls **can not** be placed or received from this telephone.

(8) Direct Inward Dial Number (DID) .....**$300 flat fee**
Provides for the installation of a telephone for in-house, local, long distance, international and incoming calls.
(Must dial 9 for an outside line. **Not recommended** for devices that will not dial 9 first)

(9) Plain Old Telephone System Line (POTS) - Full Service Extension..... **$350 flat fee**
Provides for the installation of a single-line telephone for in-house, local, long distance, international and incoming calls
(This service is suitable for all voice, fax, and credit card machines, etc.)

(10) Speaker Phone Rental (Includes DID).....**$450 1st Day**
Suitable for larger rooms/groups of 2 – 30 people.....**$100 each additional day**

(11) Hunt Group .....**$250 plus $10 per line**
Provides an additional phone number that, when dialed, will hunt for an open station among other designated phones (lines rollover) We must have advance notice.

Digital Signage Options:
Great for Weddings, Birthdays, Advertisements!!

****Digital Signage is an option only if requested by sponsoring organization or if an affiliate receives approval from the sponsor****

Signage is displayed digitally on 46" LCD monitors in the lobby, 4th floor, and 6th floor public areas

(12) Automated Posting for events booked in Hilton Austin Meeting Rooms on floors 4 and/or 6.....**Complimentary**
(15" LCD outside of room and 46" LCD readerboards)

(13) Posting with Graphic Association of a graphic with an automated posting.....**$150.00/daily**

(14) Video Half Page Presentation for 46" LCD reader board.....**$500.00/daily/per reader board**

(15) Presentation for 15" LCD readerboard outside of meeting room.....**$300.00/event/per room**

Hilton Austin

500 East 4th Street ● Austin TX 78701

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: *512-682-2789*

ATTN: *Event Services Department*
PHONE: *512-682-2700*

HOTEL USE ONLY: **Date:** _____

Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name:				
Check-In / Event Date:				
Name of Person/Group Making Reservation:			Phone:	
Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:		State:	Zip:	
Daytime /Business Telephone:			Evening Telephone:	
Credit Card Number:			Expiration Date:	
Credit Card Type: (Circle one) Visa/MasterCard	American Express	Discover	JCB	Diners Club
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):		

I agree to cover the following categories of charges: (Please circle)
All Charges Room & Tax Food & Beverage **IT/Electrical/AV** Retail Recreation

I agree to cover the above categories of charges up to a Maximum Amount of $ _____

DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers paying by credit card)

Name on Invoice/Statement _____ Date on Invoice/Statement _____

Invoice/Statement Number _____ Authorized Amount $_____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: $_____

Final Balance Billed to Credit Card (hotel use only): $_____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: Date:

Hilton
Austin

HOTEL GUIDELINES ON OUTSIDE AV

A. The Hilton Austin unfortunately does not have storage space for crates or any outside AV equipment.

B. NO audio visual freight is to be sent directly to the hotel. All AV freight must be delivered by the arranged outside AV company.

C. The hotel carpet must be covered with the minimum of plas-cor or a more durable product, provided by the audio visual company, for any kind of load in, load out or storage of equipment. Visqueen is not acceptable. Masonite is encouraged. *Presentation Services has plas-cor available for rental.*

D. The hotel lift is not available for anyone other than a hotel team member to use. Please provide your own lift should you need to the use of this equipment. *Presentation Services can provide scissor lifts for rental.*

E. The hotel meeting space is not a secured area and outside security must be contracted by the host convention should they choose to do so.

F. A copy of the hotel Hold Harmless Agreement must be signed and returned to the hotel event contact prior to any outside audio visual load in.

G. All rigging must be conducted by the hotel's in house audio visual provider, Presentation Services. Please contact PSAV directly at 512-682-2883 should use need to arrange rigging.

Electrical Service: Wall and floor outlets are not part of the display space. Please submit the Electrical Service Request form indicating your power needs for each meeting space used.

"I,_____, assume responsibility and agree to indemnify and defend <Name of Group> and the Hilton Austin and their respective employees and agents against any claims or expenses arising out of the use of my audio visual premises."

"I, _____, understand that neither <Name of Group> nor the Hilton Austin maintain insurance covering the outside AV provider's property and it is the sole responsibility of the outside provider to obtain such insurance."

Signature & Date:_____

Listed below are all the specifications to be met by the Certificate of Insurance:

- **Insurance Certificate Holder Name Must Read:**
- Hilton Austin Hotel
  500 East 4th Street, Austin, Texas 78701

- **The Additional Insured Must State**:

  Austin Convention Enterprises, Inc. and Hilton Worldwide Holdings Inc., their subsidiaries and affiliates, and each of their employees, directors and agents
  Please ensure that all additional Insured boxes are marked with a "Y" (yes) to confirm the General Liability and Umbrella Insurance policy (if applicable) affords additional Insured coverage to the proper parties

- Commercial General Liability (including contractual and products liability):
  $2,000,000 per occurrence or its equivalent in the amount of $1,000,000

- Workers' Compensation and Employer's Liability: *Any one of these will suffice*
  1) Texas Workers Compensation – Subscriber, Insurance plan
     - Certificate of Insurance indicating "Workers' Compensation coverage X at statutory limits.
     - Hilton Austin and Austin Convention Enterprises, Inc as named additional insured's
  2) Texas Workers Compensation – Subscriber, self-insured
     - Documentation regarding self-insured status from State of Texas
     - Excess Work Comp Insurance, $5 million per occurrence
  3) Texas Workers Compensation – Non-subscriber status
     - Copy of Annual Notice of Non-Subscriber status (Form DWCC-5)
     - Copy of an ERISA-compliant occupational injury benefit plan which covers substantially the same work-related injuries as the State Worker's Compensation program
     - Employer's Liability Insurance covering benefit claims with limits sufficient to cover plan benefits and liability claims for at least $5 million per occurrence.

  Hilton Austin and Austin Convention Enterprises, Inc listed as named additional insured's
- Automobile Liability (covering all owned, non-owned, leased, and hired vehicles):
  $1,000,000 per accident;
  valet or limo services $5,000,000 per accident

Regards,

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